

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF MICHIGAN**

*Recruiting for a Full-time, Permanent:*

**DEPUTY CHIEF  
U.S. PROBATION/PRETRIAL  
SERVICES OFFICER (TYPE II)**

*POSITION ANNOUNCEMENT NO. 06-02*

---

<b>Opening Date:</b>	<b>Friday, September 8, 2006</b>
<b>Closing Date:</b>	<b>Friday, October 20, 2006</b>
<b>Salary Range:</b>	<b>Judicial Salary Plan (JSP) 14 (\$87,533 - \$113,797)* (Six years of specialized experience)</b>  <b>Judicial Salary Plan (JSP)15 (\$102,964 - \$133,850)* (Seven years of specialized experience)</b>  <b>Judicial Salary Plan (JSP)16 (\$120,756-150,664)* (Seven years of specialized experience)</b>
<b>Location of Position:</b>	<b>Grand Rapids, Michigan</b>
<b>Promotional Potential:</b>	<b>JSP 16</b>
<b>Area of Consideration:</b>	<b>National</b>
<b>Occupational Series:</b>	<b>Federal Law Enforcement Officer</b>

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting résumés and supporting documentation (see *Application Procedures* section) for a full-time, permanent Deputy Chief U.S. Probation/Pretrial Services Officer (Type II) to be assigned to Grand Rapids, Michigan. The incumbent will oversee the day-to-day operations of the office and assist the chief probation/pretrial services officer in the management of the probation and pretrial services personnel and offices located throughout the Western District of Michigan. This position is the second-in-command and the “alter ego” to the chief probation/pretrial services officer.

The Western District of Michigan serves 49 counties in the upper and lower peninsula of Michigan. The workload includes approximately 500 persons under supervision, 400 investigations, and 500 pretrial cases per year.

---

\* *The promotional rule in our district is a 6% increase of current salary, or the first step in a pay grade or CL level.*

The office is progressive in the use of technology and implementation of evidenced-based practices. The district is currently involved in an assessment of staffing allocation and business processes that can make the office more efficient and effective.

Headquarters is based in Grand Rapids, with divisional offices located in Kalamazoo, Lansing, and Marquette. The District is composed of 50 employees including probation and pretrial services officers, supervisors, managers, administrative, clerical, and information technology staff. The staff has defined the desired culture of the organization with the following six cultural imperatives:

1. We will treat everyone (customers, colleagues, and others) with dignity and respect.
2. Our communication is effective, honest, and happens up, down and sideways at all levels of our organization.
3. Everyone encourages and supports the highest level of accountability, responsibility, and commitment to our profession and our customers.
4. All opinions are valued and we will disagree professionally but not personally.
5. We recognize the value of teamwork and encourage collaboration.
6. We welcome change as an opportunity to learn, develop, and grow.

### **REPRESENTATIVE DUTIES<sup>1</sup>**

- Manage and supervise all supervisory probation/pretrial services officers (directly) and all probation/pretrial services officers (indirectly) within the District, including recruiting, selecting, and evaluating staff, and designing or managing staff training programs. Assist in providing executive leadership, management, and supervision for all operations of the office. Serve as point-of-contact for the office. Assume the duties of the chief probation/pretrial services officer in her absence.
- Assist in ensuring statutes, monographs, guidelines, case law, and rules pertaining to pretrial and presentence investigation of federal defendants and offenders are applied and adhered to appropriately. Monitor the supervision of services provided to defendants and offenders. Conduct special investigations and prepare reports. Assist in managing the development and implementation of the safety program for officers and non-officers. Assist in managing the firearm program to include certification, re-certification, compliance with policy and procedures, inventory control, and training.
- Assist in formulating, implementing, monitoring, and modifying organizational policy involving collaboration with judges and other court personnel. Assist in participating and collaborating in the establishment and development of judiciary-wide policies. Assist in developing and executing strategic plans. Interpret and apply the appropriate court statutes, rules, and operating procedures. Interpret and apply the *Guide to Judiciary Policies and Procedures*.

---

<sup>1</sup> Taken from the draft Deputy Chief Probation/Pretrial Services Officer benchmark job description posted on the J-Net.

- Assist in developing, managing, and monitoring all staff training programs to ensure compliance with minimum standards. Implement and ensure compliance of the officer integrity program, background investigations, re-investigations, random drug testing, and medical standards. Travel to district branch offices to assess and evaluate activities among offices. Ensure that officers and staff are fit for duty and adhere to the Code of Conduct for Judicial Employees. Assist in setting measurable standards and expectations to ensure consistent implementation of the policies and procedures among divisional offices. Promote and encourage involvement in public outreach programs through public speaking, job fairs, public education, and internships.
- Assist in developing, implementing, and enforcing policies and practices to secure staff and physical assets of the court unit, which may include: procurement of services and goods; human resources and training, recruiting, hiring, and firing processes; information technology policy, planning, and implementation; emergency preparedness and disaster recovery activities; property management including General Services Administration fleet vehicles; space and facilities needs for the court unit; and media and public relations for the court unit. Assist in developing, administering, executing, and monitoring the budget. Assist in certifying financial transactions of the office.
- Work with the Administrative Office of the U.S. Courts, Federal Judicial Center, U.S. Sentencing Commission, federal courts, and other governmental agencies having business before the court. Ensure appropriate statistical reporting to the Administrative Office. Provide subject matter expertise for judicial committees and judges' meetings.

## **ORGANIZATIONAL RELATIONSHIPS**

The Deputy Chief Probation/Pretrial Services Officer reports to the Chief Probation/Pretrial Services Officer. Currently, four managerial staff report directly to this position.

## **QUALIFICATION REQUIREMENTS**

To qualify for a position of Deputy Chief U.S. Probation/Pretrial Services Officer Type II at JSP - 14, 15, or 16, an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent. For example, an applicant would meet the qualifications if he/she had five years of USPO experience plus one year at the JSP 13/CPS CL 29 level. This includes completion of a bachelor's degree, which is required for a U.S. Probation/Pretrial Services Officer.

<b>JSP Grade Level</b>	<b>Years of Specialized Experience</b>
14	Six (6), to include one year of experience at or equivalent to a CL 29 or JSP 13
15	Seven (7), to include one year of experience at or equivalent to a CL 30 or JSP 14
16	Seven (7), to include one year of experience at or equivalent to a CL 31 or JSP 15

## **SPECIALIZED EXPERIENCE DEFINITION**

Specialized experience is progressively responsible experience in the investigation, supervision, counseling, and guidance of defendants/offenders in community correction or pretrial programs.

Experience in closely allied fields such as education, guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience. Experience as a police officer, FBI agent, customs agent, marshal or similar position does not meet the requirement of specialized experience. Specialized experience must be earned after the completion of a bachelor's degree has been granted.

## **EXPERIENCE AT THE NEXT LOWER GRADE, OR EQUIVALENT DEFINITION**

An applicant must possess a certain number of years of specialized experience, one of which must have been at the next lower grade level (JSP 13 or CPS CL 29, for example, to qualify for the JSP 14 position).

Equivalent work experience to the one year at the next lower grade level requirement to qualify for the JSP 14 level (in addition to a minimum of five years of specialized experience) includes one year of performing a position wherein the applicant was a resident authority for an office or agency, in a specialized area, that would relate to probation and pretrial services. This would involve one or all of the following functions: supervision of professional staff; identifying and evaluating the need for the specialized program; developing the program for implementation; determining and evaluating available resources; negotiating and monitoring contracts for specialized services; assisting others in utilization of the specialized program; conducting training on the specialization to others; preparing program procedures in written form; supervising people with specialized needs and monitoring their compliance with release programs; and/or providing consultation to judges, attorneys, or other authorities regarding the specialized service programs.

## **PREFERRED EDUCATION/EXPERIENCE**

Although the following education and experience are not mandatory qualifications, they are preferred and desirable for this position:

1. A master's degree.
2. Two years experience of supervising professional staff.

## **EDUCATIONAL SUBSTITUTIONS**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

*Note:* A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

## **INFORMATION FOR APPLICANTS**

The court requires the incumbent to adhere to a Code of Conduct, Charter of Excellence, and our District Cultural Imperatives. The incumbent may be subject to a full field background investigation by the FBI and may need to submit to pre-employment drug testing as a condition of employment. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

The court is not authorized to reimburse candidates for travel to an interview or to pay relocation expenses.

## **EMPLOYEE BENEFITS**

Full-time employees are eligible for retirement benefits, and accrue days of annual leave per annum, based on years of service:

Less than 3 years	4 hours per pay period (80 hours) equaling 13 days (104 hours)
3 to 15 years	6 hours per pay period (80 hours) equaling 20 days (160 hours)
15+ years	8 hours per pay period (80 hours) equaling 26 days (208 hours)

Other benefits include:	▲ 13 days of sick leave are available per annum
	▲ 10 paid federal holidays
	▲ Medical, Dental, Long Term Disability, Life Insurance (copay is involved)
	▲ Thrift Savings Plan (similar to 401-K plans)
	▲ Parking
	▲ Flexible Work Schedule (dependent on needs of organization and court)
	▲ Training Opportunities

## **APPLICATION PROCEDURES**

Qualified applicants must provide a letter of interest, résumé, supplemental statement, college transcript (for bachelor's degree and master's degree, if applicable), and last written performance evaluation. The submission of the supplemental statement is critical in the application process in that it allows the applicant to respond to the following knowledge, skills, and abilities (referred to as KSAs) that have been identified as important for this position.

Applicants should respond in writing to the following KSAs. Relevant examples of how the applicant has displayed the KSA are encouraged.

- KSA 1:** Knowledge, skill, and ability in the area of managing, leading, and communicating with people. This KSA includes staff development; establishing work measurement (performance standards); monitoring; controlling quality; motivating staff; managing and championing change; and empowering teamwork. Describe at least one project where you effectively established a leadership role and the communication skills you utilized.
- KSA 2:** Knowledge, skill, and ability in strategic planning and the development of policy, procedures, programs, and management of same. Describe your involvement in these aspects both internally and externally.
- KSA 3:** Ability to be receptive to change, new techniques, technology, etc. Ability to take initiative or accept personal risk to move initiative forward. Describe instances in which you have demonstrated this ability, especially with technology.
- KSA 4:** Ability to self assess personal leadership skills and deficits, and self direct continuous learning to enhance leadership skills. Include examples of intentional learning activities completed and activities that are planned.

The supplemental statement is the most crucial document in the application process since the responses to each KSA are rated, scored and compared amongst applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement addresses all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed four (4) single-spaced typed pages.

**Send letter of interest, résumé, supplemental statement, college transcript for bachelor's degree and master's degree (if applicable), and performance evaluation to Trudy Ender-Stolberg, Administrative Manager, U.S. Probation/Pretrial Services, 101 Gerald Ford Federal Building, 110 Michigan Ave., Grand Rapids, MI 49503. Phone (616) 456-2466. Fax (616) 456-2858. Closing date Friday, October 20, 2006, 4:00 p.m. EST. No late entries accepted.**

Each applicant must be a U.S. citizen or eligible to work in the United States.

The probation and pretrial services office is not authorized to reimburse candidates for travel or moving expenses.

This position is subject to mandatory direct deposit for payment of net pay.

This position may require extensive travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for gas mileage.

New selectees are subject to a background check or investigation.

New selectees for probation officer, pretrial services officer, and officer assistant positions are subject to medical examinations and must be appointed prior to age 37. Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

As conditions of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers, and officer assistants are available for public review at <http://www.uscourts.gov> (click on U.S. Probation & Pretrial Services, Officer, Becoming a U.S. Probation and Pretrial Services Officer, Medical Requirements).

A minimum of forty (40) hours of training is expected each year.

The Federal Courts are Equal Employment Opportunity Employers.